

July 26, 2016

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

**IFB #Y16-618-TA
Lenel Access Control System Upgrade**

ADDENDUM NO.4

This addendum is hereby incorporated into the Invitation for Bids document. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining and deletions are indicated by ~~strikethrough~~.

1. Special Terms and Conditions, Pages 15A and 16A are deleted in their entirety and are being replaced with pages 15B-16B, as attached.
2. Scope of Work, Page 28A is deleted in its entirety and is being replaced with page 28B, as attached.

Question and Answers

- A. Question: Will Orange County permit the Contractor remote (virtual) access to the Identocard Access Server and/the Lenel OnGuard Pro Server managed by the County during the migration to Lenel?

Answer: No, the County will not.

- B. Question: We have been told that the Lenel Certified Design Architect (LCDA) certification is currently in development. Can this requirement be excluded from the project?

Answer: It has been confirmed that the Lenel Certified Design Architect (LCDA) certification is still in development and as a result, the County has modified the Special Terms and Conditions, Paragraph 2, Qualification of Bidders. Per the revisions set forth in pages 15B and 16B, the LCDA certification requirement has been deleted and been replaced with a Master Certification in Access Control.

- C. Question: Will the Contractor's assigned technicians meet the County's requirements if at least one of the technicians has an Identocard certification and the remaining installers are Lenel certified?

Answer: At least one member of the company must be certified and on site as the primary technician on the project. There can be 2 individuals with each of the certifications but they must both be on site and the company must be certified to receive support for any work done from Lenel and/or Identocard. As a result, there are modifications to Special Terms and Conditions, Paragraph 2, Qualification of Bidders and Scope of Work, Item III, Personnel Requirements, Item C. Certifications.

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid.

- b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Bidder

SPECIAL TERMS AND CONDITIONS

1. MANDATORY PRE-BID CONFERENCE & MANDATORY SITE VISIT

All interested parties are invited to attend a **Mandatory Pre-bid Conference** and **Mandatory Site Inspection** beginning on Tuesday, **June 7, 2016 at 9:00 A.M.**

The Mandatory Pre-Bid Conference will be held at Orange County's Maintenance Room, located at 3733a Vision Blvd, Orlando, Florida 32839 on Tuesday June 7, 2016 at 9:00 A.M.

Upon completion of the mandatory pre-bid conference, Bidder and County representatives will walk together to the **County Correction's Booking and Releasing Center located at 3855 South John Young Parkway, Orlando, Florida 32839 to conduct the mandatory site inspection.** Bidders will need to check in with security prior to entering the Booking and Releasing Center and will be required to show a copy of their valid driver's license.

Once bidders have arrived at the Correction's Booking and Releasing Center, the County's designee will provide a site inspection of the facility. Bidders are advised to make a thorough inspection of the scope. At this time, the County's representative will be available to answer questions relative to this Invitation for Bids. Any suggested modifications may be presented in writing to, or discussed with, the County's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Invitation for Bids.

Bidders who fail to attend and complete both the mandatory Pre-bid Conference and Mandatory Site Visit will be ineligible to compete for the award of a contract under this solicitation. Site inspection requirement applies to ALL Bidders regardless of past knowledge and past visitations.

2. QUALIFICATION OF BIDDERS

This bid will be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. The Bidder shall submit the following information with the bid:

- A. Provide a minimum of three (3) satisfactory references for accounts similar in size and scope of work within the last five (5) years where the Bidder has implemented a Lenel Access Control Upgrade or similar variation thereof. References shall indicate company name, address, contact phone number, email address, contract title, contract start and end date, contract award amount, type of facilities serviced, detailed description of work performed including if project deliverables were on schedule, and estimated square footage of facility and/or facilities serviced. Bidder shall use the reference sheets attached herein.

Similar accounts shall equate to the references where the facility and/or facilities serviced by the Bidder were a minimum of 5,000 square feet.

- B. Provide certification that Bidder is an authorized Value Added Reseller (VAR) and is authorized to sell Lenel hardware in the State of Florida at time of bid opening. Certification shall be valid at time of bid opening.

- C. Provide a detailed list of all personnel contemplated to perform the work, by name title, and copies of their certifications.
- ~~1. All listed technicians shall be both Lenel and Identipass certified. Copies of both certifications for each listed technician shall be included with the bid response.~~
 2. Detailed list shall also demonstrate that the Bidder has a staff that collectively holds a minimum of one (1) certification in the following categories:
 - a) Lenel Certified Associate (LCA)
 - b) Lenel Certified Professional (LCP)
 - c) Lenel Certified Expert (LCE)
 - d) Lenel Certified Design Architect(LCDA) Lenel Master Certification in Access Control
 - e) Identipass Certification
- D. Provide assigned Project Manager's contact information including but not limited to: Name, title, comprehensive resume, office phone number, cell phone number, email address. Resume shall demonstrate that the assigned Project Manager has a minimum of five (5) years of similar work experience.
- E. Provide a detailed quality control plan to ensure all work performed is in accordance with all applicable standards, rules, and regulations and that all work is performed without delays.
- F. Provide a detailed list of all equipment, material and parts used to complete the work specified. Detailed list shall include manufacturer, part number, description of item, including if Lenel panels are pre-fabricated, and quantities to be supplied by Bidder.
- G. Provide a copy/copies of current license(s) that show that the Bidder or a principal in the firm is licensed to contract the scope of services in Orange County.

Failure to submit the above requested information may be cause for rejection of your bid. The determination on whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request the submission of a minimum number of contracts similar to the requirements of this solicitation with certain minimum dimensions, quantities, dollar values, etc., the County's determination of a bidder's responsibility shall not be solely based on the number of similar procurements the bidder provides but the entirety of the bidder's qualifications.

3. AS SPECIFIED

All equipment delivered shall meet the specifications herein. Equipment not delivered not as specified shall be returned at no expense by Orange County. The County may return, for full credit, any unused goods received which fail to meet the County's performance standards. Replacement goods meeting specifications shall be submitted within a reasonable time after rejection of the non-conforming goods.

B. Supplied Equipment

The Contractor's assigned technicians shall be supplied all necessary equipment to perform specified services proficiently at the Contractor's expense. Examples may include but not be limited to personal protective equipment.

C. Certifications

~~All assigned technicians to perform services shall be both Lenel and Identipass certified to allow for migration between the two systems.~~ The Contractor shall have and maintain for the life of this contract a staff that collectively holds a minimum of one (1) certification in the following categories:

- a) Lenel Certified Associate (LCA)
- b) Lenel Certified Professional (LCP)
- c) Lenel Certified Expert (LCE)
- d) ~~Lenel Certified Design Architect(LCDA)~~ Lenel Master Certification in Access Control
- e) Identipass Certification

The technician(s) who hold the Lenel and Identipass Certifications shall be on County site at all time while performing the work specified herein.

IV. EQUIPMENT AND WORK PERFORMANCE STANDARDS

All equipment and materials provided shall be new and unused and of the most current model or revision. All components of this system shall be installed in a workmanlike manner, following security industry "best practices" and in strict adherence to the manufacturer's specifications and applicable codes.

The Contractor shall have a quality control program in place whereas to ensure all work is performed in accordance with the requirements outlined in this Invitation to Bids and that all work is performed without delays.

The scope of the specifications is to ensure the delivery of a complete unit ready for operation. Omission of any essential detail from the specifications does not relieve the supplier from the furnishing of a complete unit.

V.WARRANTY PROVISIONS

A. Equipment and Labor

The Contractor shall warrant all equipment, materials, and labor furnished or performed under this Contract, against defects in design, materials and workmanship for a period of twelve (12) months (unless longer guarantees or warranties are provided elsewhere by the equipment manufacturer, in which case the longer periods of time shall prevail) from and after Final Completion of Work under the Contract, regardless of whether the same were furnished or performed by Contractor or by an of its subcontractors of any tier.

Upon receipt of written notice by the County of any defect in any such equipment, materials, or labor during the applicable warranty period, due to defective design, materials, or workmanship, the affected item or parts thereof shall be redesigned, repaired, or replaced by the Contractor at a time and in a manner acceptable to the County at no additional costs, including work performed outside normal business hours or during nationally recognized holidays.

The Contractor shall respond to such notifications within four (4) hours from time of receipt and schedule a site visit to be performed within twenty-four (24) hours.